HIGH SCHOOL GRADUATION CONFIRMATION FOR HIGH SCHOOLS

WebGrants User Guide

Updated: May 23, 2008

Accessing WebGrants

WebGrants is the Commission's on-line school user interface to the Cal Grant program. It allows schools to upload and download information to the Commission. In particular, high schools can upload GPAs, view and download GPA summary reports, see Cal Grant participation lists for their students and perform high school graduations confirmations.

WebGrants is an Internet Secured Site as indicated by the "https" in the address. Information is only available to authorized users. In order to access WebGrants, users must have access to the Internet through an Internet Service Provider (ISP) or Intranet link, and must have a compatible web browser such as Internet Explorer 5.5 or higher, Mozilla Firefox 1.4 or higher, or Netscape 6.2.3 or higher.

WebGrants information is generally accessible – 24 hours per day, 7 days per week. However, during weekly processing cycles, "Update" functions used to add or change system data may be suspended. During these periods, update is affected but the system maintains the inquiry function and data upload and download capabilities. In addition to the weekend cycle, WebGrants also undergoes semi-monthly processing cycles. A production schedule of these "down" times is posted on WebGrants.

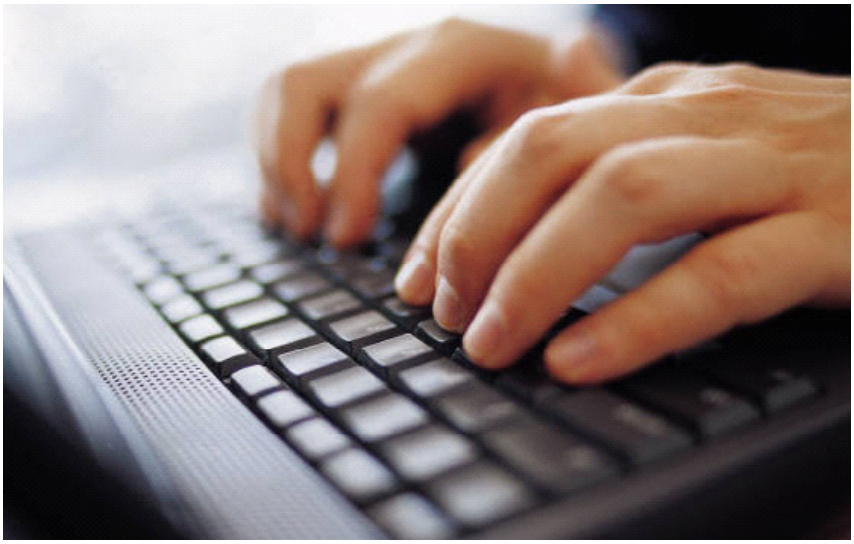
Initial access to WebGrants is set up by the Commission's Technology Help Desk. After initial set-up, however, each school selects a WebGrants System Administrator to issue employee access to the system. To obtain WebGrants System Administrator access for your institution, complete an Information Security and Confidentiality Agreement and a System Administrator's Access Request form.

The completed forms should be mailed to:

California Student Aid Commission
Information Technology Services Division
Attn: CSAC HELP DESK
PO Box 419026
Rancho Cordova, CA 95741-9026

CSAC Fact:

The California Student Aid Commission was established in 1955 as the California State Scholarship Commission to oversee the administration of the California State Scholarship Program, the forerunner of today's Cal Grant program.



Once your forms are received, the Help desk will set up your WebGrants account and contact you by E-mail with your ID. Upon receiving your ID, call the Help desk at (888) 294-0148 to complete the WebGrants set-up and receive your temporary password. The Help desk will provide you with preliminary information on accessing and using the WebGrants system.

Normally, accounts are established within 24 hours of receiving completed forms. When your school's system administrator is assigned and has access, that person or persons can grant access to additional school employees as needed.

For problems or questions you may have, contact the CSAC Technology Help desk at (888) 294-0148 or csachelpdesk@csac.ca.gov.

In addition, our WebGrants support team can provide you with any technical, procedural, and policy support you may require. You may direct your questions to schoolsupport@csac.ca.gov.

WebGrants

Cal Grant Entitlement High School Graduation Requirement

To be eligible for a Cal Grant Entitlement award, a student must be a high school graduate or the equivalent. Acceptable equivalents to high school graduation include passing the GED and passing the California High School Proficiency exam. In response to state audit findings in 2006, the California Student Aid Commission (Commission) voted to require confirmation of new Cal Grant Entitlement participants graduation status. For 2007-08, Cal Grant Entitlement participants were to submit proof of high school graduation to the college they were attending or complete a self-certification of the their high school graduation on the California High School Graduation Certification Form (G-8) confirmed prior to receiving payment in the fall. The system placed the responsibility to restrict payment on the colleges.

For the 2008-09 school year, the Commissioners directed staff to put into place an electronic certification system with the Commission as the central repository of high school graduation confirmations. The WebGrants system will store the required confirmation data and restrict Cal Grant payment to those student's whose status has not yet been confirmed. Confirmation to this system must be post-high school graduation. No certifications of graduation status will be allowed until after the student has actually graduated. For this reason, the great majority of new Cal Grant Entitlement high school graduation confirmations can not be made until May or June each year.

WebGrants allows high schools, colleges, students and Commission staff to work collaboratively to gather high school graduation confirmations. We have created a system that will expeditiously allow confirmation of a new participant's high school graduation.

Here are the confirmation options available to the various parties:

High Schools

High schools may certify a participant's high school graduation on the High School Graduation Verification screen, accessible on the GPA menu in WebGrants. This user friendly process allows high school staff to quickly designate Cal Grant awardees who have not completed their high school graduation requirements at the time of certification.

Colleges

Colleges may submit batch submissions of graduation confirmations using the WebGrants File Upload screen accessed from the Data Transfer Menu. File layouts for the high school graduation confirmation upload are available on the WebGrants Help menu.

Colleges can also certify on a student by student basis directly into WebGrants.

Students

Students can confirm their graduation status on WebGrants for Students (WGS). To do this, they will go to the High School Graduation screen which is accessible on the main Cal Grant menu. Those students whose high school graduation has not yet been confirmed will be asked to confirm their status in WGS starting in late June.

Students will also be able to submit a paper confirmation using the new 2008-09 California High School Graduation Confirmation Certification Form (G-8). However, the Commission will be encouraging students to confirm on-line using WebGrants for Students.

Confirmation by Commission Staff

Commission staff will also be able to update a participant's high school graduation status based on documentation of graduation, such as copies of diplomas from students or the Cal Grant Entitlement California High School Graduation Certification Form (G-8). Please be advised that the Commission has revised the G-8 form from last year and this new form will not be mailed to students until later in the year. We are hopeful that on-line completion of the form through WebGrants for Students will diminish the need for a hard copy form. Please do not provide students with copies of the 2007 G-8 as this form may confuse some students. Instead, direct students to WebGrants for Students to update their high school graduation status, perform address changes, schools changes and request leave of absences from the Cal Grant program. The web address for WebGrants for Students is https://mygrantinfo.csac.ca.gov

In the event that a school reports a student as not graduated, the student will have to submit authoritative proof, such as a copy of their final transcripts, to allow CSAC staff to override their status.

Graduation documents from students should be sent with a letter explaining why they are being sent and the student's Social Security number to:

California Student Aid Commission
Cal Grant operations Branch
PO Box 419028
Rancho Cordova, CA 95741-9028

Effects of Non-Confirmation

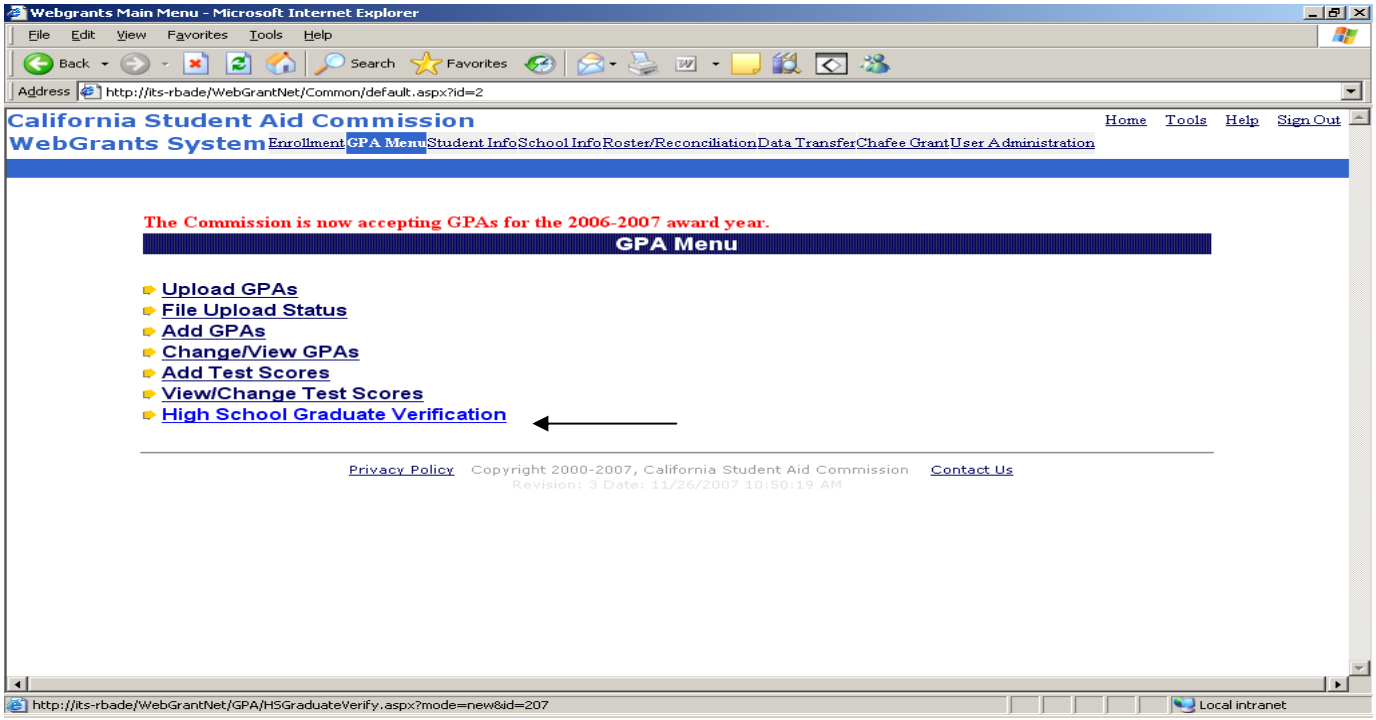
If a student's high school graduation cannot be confirmed, this will not cause their immediate withdrawal from the Cal Grant program. No payment transactions will be accepted until graduation has been confirmed. Students will have until December 31, 2008 to confirm their high school graduation status. Cal Grant Entitlement participants who have not graduated by December 31, 2008, must be withdrawn from the program.

If you have questions regarding any of this information, please contact School Support Services toll-free at (888) 294-0153.

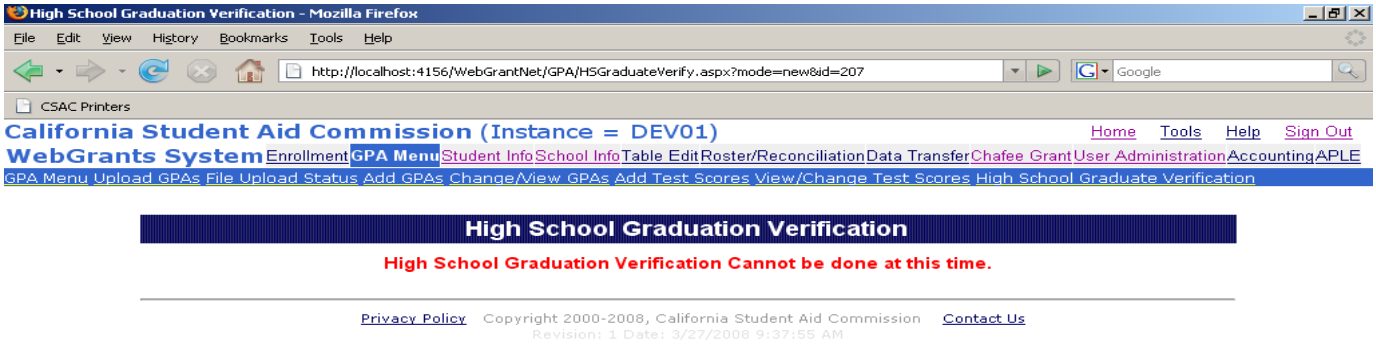
Using WebGrants to Perform High School Graduation Confirmation

For newly awarded Cal Grant Entitlement participants, a confirmation of the student's graduation from high school, or its equivalent, is needed prior to the release of any payments to the student. High schools and colleges will use WebGrants to report whether or not a student has graduated. Students will be able to use WebGrants for Students to confirm their graduation status.

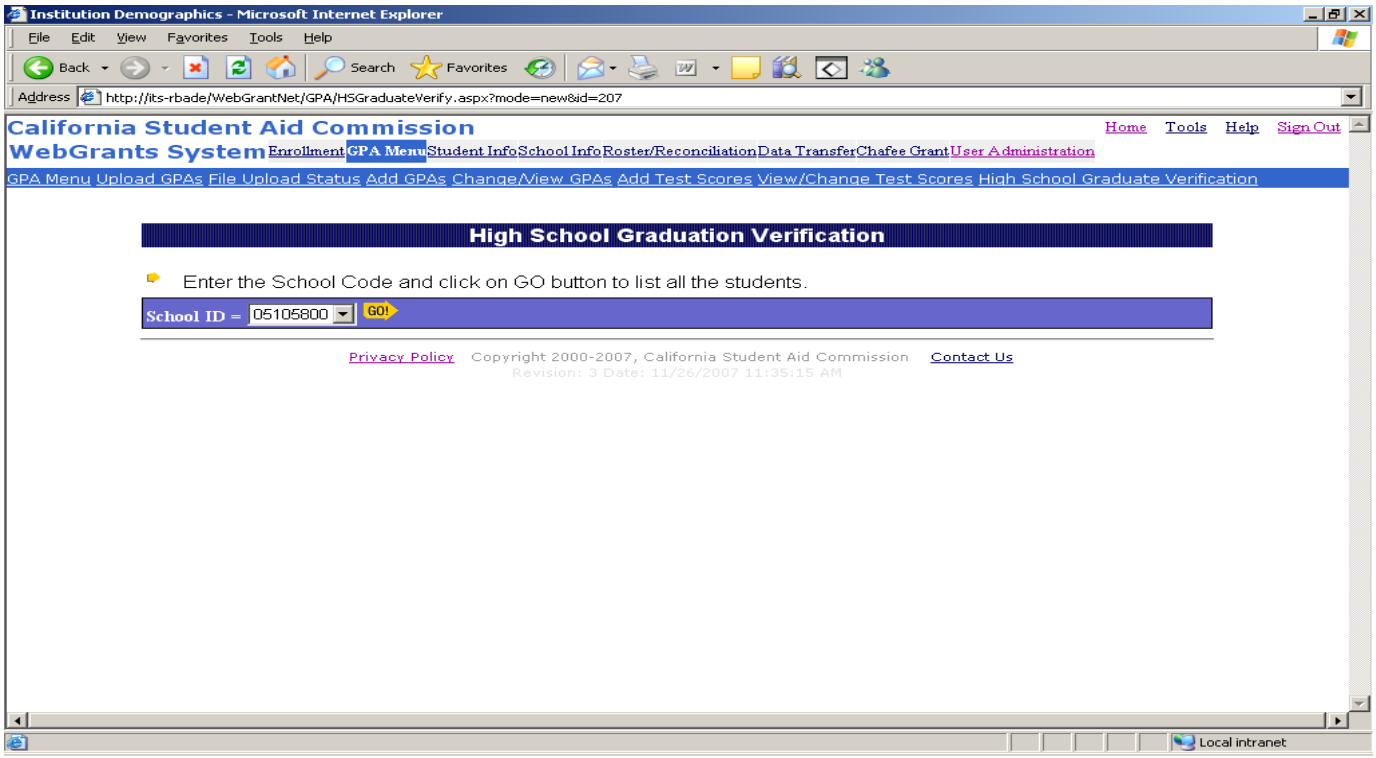
High schools can access the High School Verification Screen by following the GPA link from the WebGrants Main menu. Then, click on the High School Graduate Verification link. A schools GPA menu may have fewer options then displayed below. Look for "High School Graduate Verification."



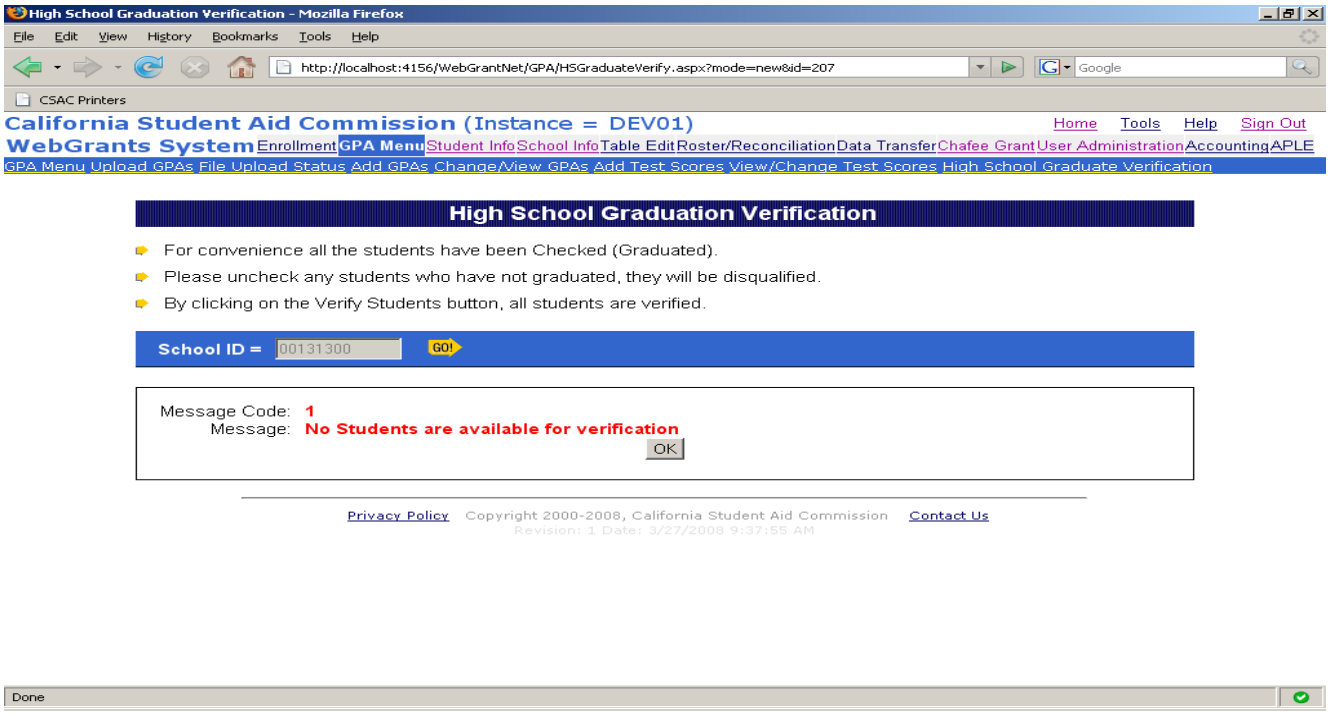
If accessing the High School Graduation Verification screen when no data is present, the following screen will be displayed. Verification will not be allowed until late May each year.



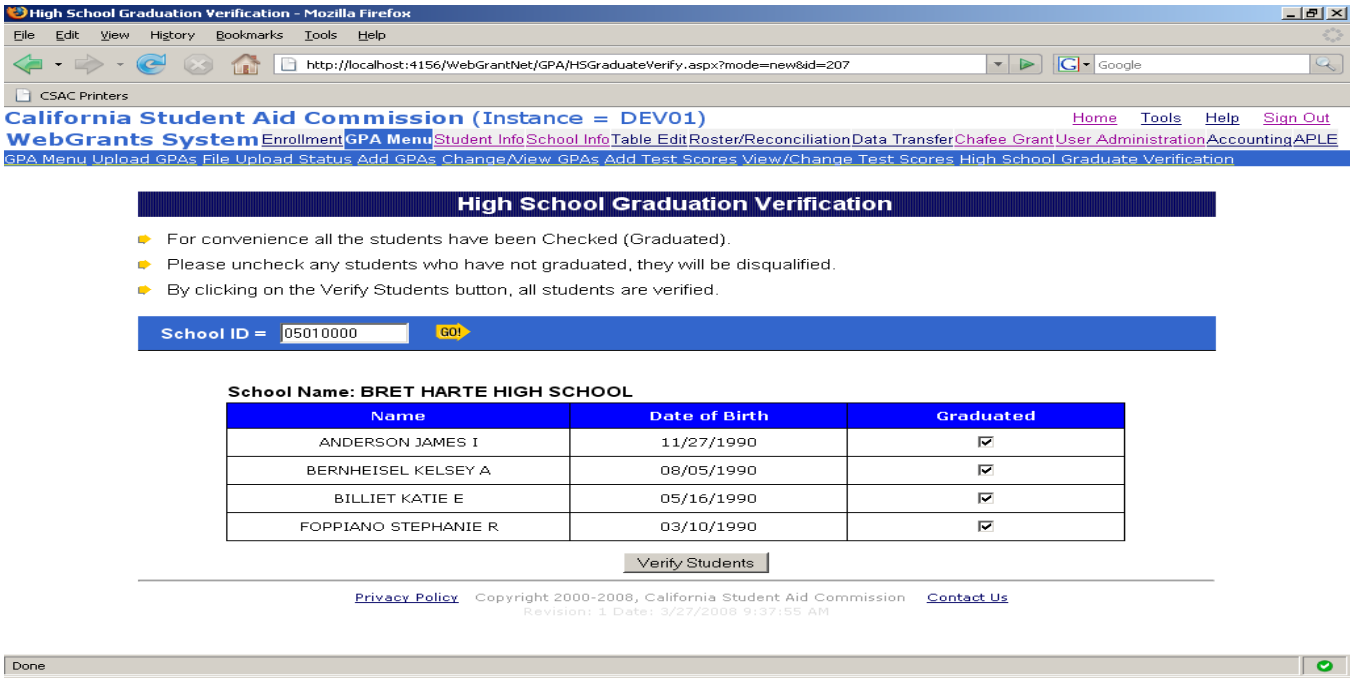
If data is present, after clicking the High School Graduate Verification Link, the screen below will appear. Notice the School ID field below. The school ID field as displayed below will appear only for those individuals that have access to WebGrants for more than one school, such as from a district office. If a school code is required, the <GO> button must be clicked.



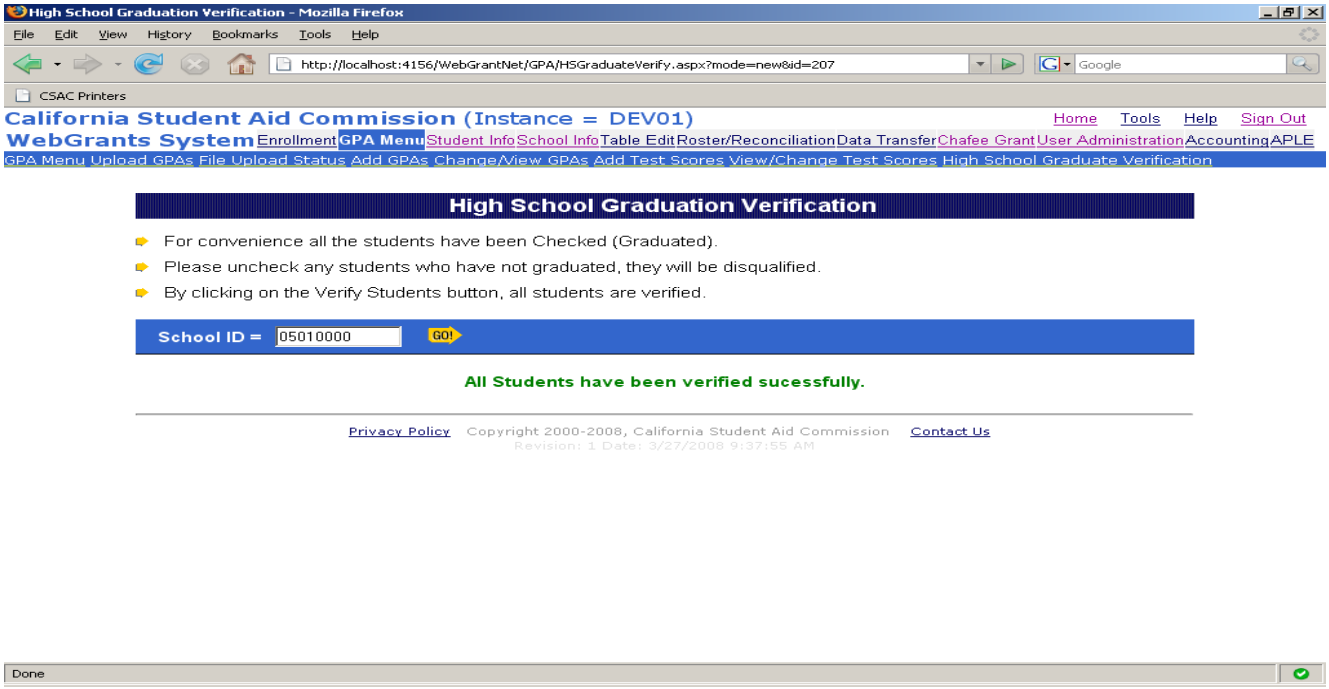
2.4 When no students are found for the school. The following screen will be displayed.



On the Verification screen below, all students with Entitlement awards will be displayed with a check mark next to the students. The high school is to uncheck for those relatively few students who have not graduated at the time the report is completed. Remember that students will get a chance to submit proof of graduation if they later complete the requirements.



After the school clicks the verify Students button. The student' records are updated and the following screen will be displayed:



Questions on completing the high school graduation confirmation pages can be directed to the Commission's School Support Services Branch at schoolsupport@csac.ca.gov or (888) 294-0153.